

Train the Diplomats! We need a Data Analyst and a Content Coordinator.



Project Title	Train the Diplomats! We need a Data Analyst and a Content Coordinator.
Project Summary	Looking for a challenge and want to make an impact? This job is for you! Few opportunities in the government like this truly do exist! You will be part of a team that trains all government agencies that have a presence overseas. We are looking for a Data Analyst and a Content Coordinator.
Country	United States

Project Description

You will be part of the Policy Coordination and Training (PCT) team at the ICASS Service Center. ICASS is the platform that U.S. Missions use overseas to receive and pay for shared administrative support services. ICASS has over 336 government entities participating and operates in 172 missions located worldwide. The current annual ICASS budget is over \$3.5B. Simply put, ICASS is a BIG DEAL!

The PCT team is in charge of training all USG players who use the ICASS platform. The training is done through various educational mediums including webinars, in-person classes, and distance learning tools.

As the Content Coordinator, you will hone your expertise in best practices in teaching adults while also learning the ins and outs of Adobe Connect (collaboration platform) and CourseAvenue (on-demand learning software).

The Data Analyst will be challenged with collecting, analyzing, and presenting data gathered through the live events as well as the on-demand materials.

Required Skills or Interests

Skill(s)

Data analysis

Data visualization

Design thinking

Educational design

Additional Information

ICASS stands for International Cooperative Administrative Support Services

You will have top notch mentors that not only understand the State Department but are also experienced in technology and project management. Your team of mentors have a breadth of experience including working for a Fortune 100 company in the computer industry, being a certified Project Management Professionals (PMP), and having extensive work experience overseas.

Language Requirements

None